



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 7/16/13

### **SWCD Board Meeting Minutes for June 18, 2013**

#### **Present:**

**Directors:** Roger Fantz, Don Guttridge (Treasurer), Jan Lee, Jesse Nelson, Ron Oberg (Chair), Joan Zuber (Secretary)

**Associate Directors:** Robin Harrower, PK Melethil

**Staff:** Jeremy Baker, Lisa Kilders, Marlene Lloyd, Cathy McQueeney, Eann Rains, Tom Salzer

**Partners:** Kris Homma (NRCS)

**Guests:** Michele Janik, Elizabeth Graser-Lindsey, Jessica Lindsey, Jerry Thommen

#### **1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/PUBLIC COMMENT**

Chair Oberg called the meeting to order with a quorum present at 1:02 p.m. on Tuesday, June 18, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City. The agenda was accepted with no changes by consensus.

Manager Salzer reminded new officers to see Staff Lloyd to sign bank signature cards after the meeting.

Scholarship recipients were introduced to the Board by Staff Kilders: Jessica Lindsey and Michelle Janik.

All present took part in an ice cream celebration of our successes in fiscal year 2012-2013.

#### **2 – MINUTES AND OLD BUSINESS**

- A. Minutes from the May 21, 2013 regular board meeting were presented. Directors Lee/Zuber moved/seconded to accept the minutes as presented. Motion carried unanimously.

#### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd presented the March financial reports. Fixed assets on the Balance Sheet were itemized for ease of understanding. Prior period adjustments as a result of human error between 2009 -2013 were detected during a QuickBooks software upgrade and corrected with a net effect of \$122.57. Five stale checks were voided. Director Lee asked for clarification regarding the QuickBooks upgrade and Staff Lloyd explained that the District had been using a version that was no longer supported.

Directors Guttridge/Fantz moved/seconded to approve the May financial reports. Motion carried unanimously.

- B. Staff Lloyd presented the voucher list for approval. Expenses totaled \$110,182.31 on check numbers 4967 through 5043 with gaps in the number sequence as follows: checks 4974-4976 voided due to misprinting and checks 4978-5000 voided due to QuickBooks error and printer malfunction. There were three unusual expenses: Check # 5018 for \$7981 to Habitat Restoration for mowing and invasive weed management on a 35 acre parcel; Check # 5042 for \$19,440.00 to Clean Harbors Environmental Services

for processing items received in the Pesticide Roundup; Check #5041 for \$2,000 to Clackamas River Basin Council for purchasing biodegradable mesh trash bags used for the Stash the Trash event.

Directors Guttridge/Nelson moved/seconded to approve the June voucher list as presented. Motion carried unanimously.

- C. Staff Rains reviewed the summary of Conservation Fund commitments and expenditures.

#### **4 – NON-RECURRING FINANCIALS/FUNDING**

- A. Manager Salzer asked the Board to renew the Intergovernmental Agreement (IGA) with Clark Conservation District for engineering technician services. Director Lee inquired if the terms were different from the last agreement and Salzer noted that specific reference to work on Milk Creek was removed, making the agreement more general.

Directors Guttridge/Lee moved/seconded to authorize Manager Salzer to sign the intergovernmental agreement (IGA) with Clark Conservation District for engineering technician services. Motion carried unanimously.

- B. Manager Salzer recommended a 2.5% COLA for district staff effective July 1, 2013. Associate Director Harrower noted how impressed she was with staff performance over the past year.

Directors Lee/Guttridge moved/seconded to approve the 2.5% COLA for staff effective July 1, 2013. Motion carried unanimously.

- C. Manager Salzer reminded the Board that, at the end of each fiscal year, it had been their practice to move leftover cash in the General Fund to the Building Reserve Fund. This year, Salzer proposed that two separate transactions be made: 1) \$150,000 of the \$250,000 available be moved from the General Fund to the Building Reserve Fund, and 2) the Board then authorize a payment of \$8,689.29 from the Building Reserve Fund to the General Fund. This will allow the district to meet its commitment of making a 50% down payment on the Beaver Creek Farm and leave \$100,000 in the general fund to use for improvements and maintenance on the District properties.

Directors Guttridge/Zuber moved/seconded to authorize the transfer of \$150,000 from the General Fund to the Building Reserve Fund. Motion carried unanimously.

Directors Guttridge/Zuber moved/seconded to authorize the transfer of \$8,689.29 from the Building Reserve Fund to the General Fund. Motion carried unanimously.

#### **5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS**

- A. Manager Salzer reported on the Equipment Rental Program. B & R Rental in Boring, OR has expressed interest in offering the District equipment for rent through their business. Our attorney has reviewed and approved the draft 1-year agreement. We may want to add more of our equipment to what was proposed in the agreement. A suggestion was made by Guest Thommen that a weekly option be included in the rental rates for the equipment. Salzer asked for the Board's approval of the 5-page agreement before presenting it to B & R Rental.

Directors Guttridge/Zuber moved/seconded to approve the one year Equipment Rental Agreement to be offered to B & R Rental. Motion carried unanimously.

- B. Staff Rains reported on an opportunity to restore 35 acres of white oak habitat in Molalla, emphasizing that a habitat restoration project of this type takes more time to implement than our traditional conservation practice. She also noted that there is no financial benefit to the landholder and that there is a limited window of opportunity for the District to move on this project.

Directors Guttridge/Zuber moved/seconded to authorize expenditures not to exceed \$30,000 for the 2012-13 fiscal year on the condition that an easement with a minimum of 10 years is signed with the landowner. Chair Oberg and Directors Guttridge, Fantz, Zuber voted in favor of the agreement. Directors Lee and Nelson abstained.

- C. Manager Salzer announced that he has no authorization to sign papers for the acquisition of the Beaver Creek Farm and asked the Board to adopt a resolution designating the District Chair be the authorized party for the district in property acquisitions.

Directors Guttridge/Fantz moved/seconded to establish the District Chair as the person authorized to sign for property purchases or acquisitions as approved by the Board. Motion carried unanimously.

Directors Guttridge/Nelson moved/seconded to authorize Chair Oberg to complete the purchase of the Beaver Creek Farm on behalf of the District for an amount not to exceed \$655,000. Motion carried unanimously.

Directors Fantz/Guttridge moved/seconded to authorize Chair Oberg to enter into a loan agreement with a financial institution for an amount not to exceed \$330,000, at or less than a 4.25% fixed interest rate, for a 10 year term with no pre-payment penalty, for the purchase of the Beaver Creek Farm. Motion carried unanimously.

- D. Manager Salzer reported that Clackamas County has told us that no County permits are required to move forward with the Corral Creek Dam removal project.
- E. The Conservation Activity Tracking System (CATS) is on budget and staff will receive training on the new system on Wednesday, June 19, 2013.
- F. Staff Kilders reported that approximately 19,000 pounds of pesticides were collected during the Pesticide Roundup held on June 1, 2013. The disposal cost for the chemicals collected is expected to be \$23,600 and most of that expense will be covered by funds from partners and civil penalty funds through the Supplemental Environmental Project program. Intern Gelet is compiling data on the pesticides collected for the final report.

## **6 – PERSONNEL and BOARD**

- The Board welcomed two new staff members: Intern Katey Gelet and Administrative Assistant Cathy McQueeney.

## **7 – MANAGEMENT REPORT**

- A. Manager Salzer reported that he is in the midst of employee reviews and is on target to complete this annual process.
- B. Manager Salzer noted that John Byers with the Oregon Department of Agriculture (ODA) was unable to attend the meeting to discuss the Strategic Implementation Area. This discussion with ODA be added to the July agenda.
- C. Staff Rains reported that the 2013-2014 budget had been filed with the County. The County will file the budget with the State.

## **8 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

- Kris Homma of the USDA Natural Resources Conservation Service (NRCS) reported that a potluck in honor of Lee Ko's retirement will be held on June 27, 2013 at 11:30 a.m. Homma did not know if NRCS will refill the Water Quality Specialist position. She also reported that an Equal Employment Opportunity (EEO) civil rights audit is taking place in Oregon in July and that the Oregon City office may be chosen.

- Homma noted that the Environmental Quality Incentives Program area is being expanded into the Boring/Damascus area towards Gresham in order to include some Christmas tree farmers and nursery producers.
- Associate Director Melethil inquired as to whether or not the District provides information or collects data regarding Roundup usage. Manager Salzer reports that it does not.
- Director Fantz announced that he was restoring a barn with recycled shakes.
- Director Nelson shared that he visited Ramona Falls with his children.
- Director Zuber took part in a float trip on the lower Molalla River and observed excessive erosion near transmission towers. She will alert Molalla River Watch of the problem.
- Director Guttridge noted that 300+ people attended the Springwater Grange Strawberry Social. He is excited about the district purchasing the Beaver Creek Farm and is looking forward to developing a plan for the property and no longer being a tenant.
- Manager Salzer noted that we have not completed the Special Districts Association of Oregon (SDAO) risk assessment.
- Staff Kilders announced that she met with members of the Pesticide Stewardship Partnership for the Clackamas Watershed and in that meeting learned about anticipated funds in the coming biennium for future pesticide collection events around the state.
- Staff Rains reported that she and Staff Leininger have issued a Request for Proposals for riparian vegetation management via in-stream access. Information, forms and current questions and answers have been posted on the District website. Proposals are due by June 28, 2013. Additionally, she shared that she was invited to be a guest speaker at the USDA Natural Resources Conservation Service (NRCS) State Office Lesbian, Gay, Bisexual and Transgender Pride Month Event on June 12, 2013.

### **ADJOURN and NEXT MEETING**

- The next regular board meeting will be on a Tuesday, July 16, 2013 at 1:00 p.m. at the District office.
- The Clackamas County Fair will be held from August 13-18, 2013 at the Clackamas County Event Center.
- The annual dinner is set for August 28, 2013 at the Beaver Creek Farm.
- The Small Farms School will be held on September 7, 2013 at Clackamas Community College.

There being no further business, Chair Oberg adjourned the meeting at 2:51 pm.

Respectfully submitted,



Cathy McQueeney, Administrative Assistant

# Voucher Approval List 06/18/2013

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2013-001:

Clackamas County Department of Finance	June Benefits	4967	6/4/2013	\$ 13,520.64
Comcast	DSL for District monthly Network Service	4968	6/4/2013	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	4969	6/4/2013	\$ 611.41
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	4970	6/4/2013	\$ 7,302.29
Pacific Automation	April Copier Expense	4971	6/4/2013	\$ 459.09
Sonitrol	Security Monitoring	4972	6/4/2013	\$ 149.00
Voyager Fleet Systems Inc.	Fuel for District Vehicles	4973	6/4/2013	\$ 381.84
	<b>Subtotal</b>			\$ 22,549.12

## Additional Payments Authorized by Board

NexTitle	VOID - checks misprinted	4974-4976	6/3/2013	\$ 5,000.00
	Escrow Monies for Beaver Creek Farm	4977	6/3/2013	\$ 495.00
	<b>Total</b>			\$ 27,549.12

## Board Approved Expenses:

A&L Western Ag Labs	VOID - QB error and Printer malfunction	4978-5000		\$ 348.88
Abe's Royal Cleaners	Landowner Soil Test	5001	6/18/2013	\$ 12.00
Apple Inc.	Cleaning of contaminated clothing for Weed Staff	5002	6/18/2013	\$ 43.00
Ash Creek Forest Management, LLC	Two iPad & Extended Warranty - for WeedWise Field Work	5003	6/18/2013	\$ 2,067.00
Bennett/Porter & Associates	Newell Canyon Restoration	5004	6/18/2013	\$ 738.00
Bio-Med Testing Services, Inc.	QuickBooks Housekeeping for Prior Period Adjustments	5005	6/18/2013	\$ 325.00
Clair Klock	New Personnel Background Checks	5006	6/18/2013	\$ 36.00
Cultural Resources Consulting	Mileage Reimb	5007	6/18/2013	\$ 117.52
DOG Recipient	March & April Engineer Technician Services	5008	6/18/2013	\$ 543.93
DOG Recipient	Archaeologist Services for Irrigation Project	5009	6/18/2013	\$ 2,500.00
Donald Guttridge	DOG 1113-002	5010	6/18/2013	\$ 3,642.95
Eileen Eakins, LLC	DOG 1013-002	5011	6/18/2013	\$ 1,221.64
Erik Carr	March & April Expense Reimb	5012	6/18/2013	\$ 107.36
Franco Reforestation, Inc.	Legal Services	5013	6/18/2013	\$ 1,296.00
Friends of Trees	Mileage Reimb	5014	6/18/2013	\$ 39.30
	2011 EDRR-003 Contracted Services - Field Tech	5015	6/18/2013	\$ 11,941.07
	Contracted Services: PSC 1214-001	5016	6/18/2013	\$ 3,507.04

Account Number	Description	Check Number	Date	Amount
5018	H2Oregon	5018	6/18/2013	\$ 17.00
5018	Habitat Restoration, LLC	5018	6/18/2013	\$ 7,981.59
5019	ING, Oregon Savings Growth Plan	5019	6/18/2013	\$ 6,585.88
5020	Jenne Reische	5020	6/18/2013	\$ 101.49
5021	Jeremy Baker	5021	6/18/2013	\$ 41.47
5022	Jillian Lamont & Associates	5022	6/18/2013	\$ 2,145.00
5023	Joan Zuber	5023	6/18/2013	\$ 100.96
5024	Johnson Creek Watershed Council	5024	6/18/2013	\$ 4,079.00
5025	Marlene Lloyd	5025	6/18/2013	\$ 19.21
5026	MeasureTek	5026	6/18/2013	\$ 1,149.95
5027	Michael Weinberg	5027	6/18/2013	\$ 47.10
5028	Minuteman Press	5028	6/18/2013	\$ 437.06
5029	Oregon Recreation & Park Association	5029	6/18/2013	\$ 80.00
5030	Pitney Bowes	5030	6/18/2013	\$ 519.99
5031	Redside Equities, LLC	5031	6/18/2013	\$ 1,690.00
5032	Skyles Drilling, Inc.	5032	6/18/2013	\$ 195.00
5033	SOLV	5033	6/18/2013	\$ 4,000.00
5034	Spatial Networks, Inc.	5034	6/18/2013	\$ 480.00
5035	Staples Advantage	5035	6/18/2013	\$ 68.31
5036	Oregonian	5036	6/18/2013	\$ 234.29
5037	The Oregonian	5037	6/18/2013	\$ 89.60
5038	Wells Fargo	5038	6/18/2013	\$ 2,042.42
5039	Willamette Cultural Resources Assoc Ltd.	5039	6/18/2013	\$ 710.16
	Additional Payment			\$ 60,953.29
	AT&T			\$ 186.92
	Clackamas River Basin Council			\$ 2,000.00
	Clean Harbors Environmental Services, Inc.			\$ 19,440.00
	Copper Services			\$ 52.98
	District Cell Phone Service			\$ 186.92
	Stash the Trash Program Sponsorship			\$ 2,000.00
	June 1 Pesticide Round Up Services			\$ 19,440.00
	Conference Call Services			\$ 52.98
	Board Approved Subtotal			\$ 60,953.29
	Total Monthly Payments			\$ 110,182.31

Approved By Board:

Board Chair

Board Treasurer